



Mansfield Tomorrow

OUR PLAN ► OUR FUTURE

ZONING FOCUS GROUP MEETING

Special Meeting

Monday, February 23, 2015 | 2:00 pm

Conference Room B
Audrey P. Beck Municipal Building
4 South Eagleville Road

DRAFT Minutes

- I. **Call to order-** The meeting was called to order at 2:02 pm. The following members of the PZC's Regulatory Review Committee were present: Rawn and Ward. The following community representatives were present: Booth and Pelletier. In addition, Painter, Kaufman, Hirsch (staff), and Vince McDermott (Milone and MacBroom) were present.
- II. **Minutes of January 30, 2015 meeting-** Members present reviewed the January 30th minutes. Painter noted that Padick had sent an email suggesting the last sentence under Chapter 7 be revised to read as follows: "The group did not have an issue with this as long as the definition of a family was not changed for single family housing." The minutes were approved by the consensus of members present.
- III. **Review of draft Table of Contents/Outline for new Zoning Regulations**
Painter and McDermott reviewed the draft TOC with members, noting that one of the sections titled "Special Regulations" would need to be changed. It was also suggested that the title of Section 4 be changed, with Non-Residential Districts identified as a suggested title. Painter noted that this is a working outline that will be amended and updated as regulations are drafted.
- IV. **Review of draft regulations for Chapters 1 and 2.** Painter and McDermott walked committee members through the drafts of Chapter 1, Introduction, and Chapter 2, Definitions. Painter explained that the notes at the end of each chapter contain questions/notes from her review. Members discussed current provisions in Article 12, which includes references to private deed restrictions and covenants. The consensus of those present was that those references should be removed. Additionally,

McDermott noted that the proper term is "Conservation Restriction" not "Conservation Easement" per state statutes.

V. **Discussion of review procedures and applicability to various uses and districts.**

McDermott reviewed the differences between administrative site plan review by staff, site plan review by the Commission and special permit review. Painter distributed a list of existing buildings/uses and the review process used for their approval, noting that several had been approved through site plan review prior to changes in the regulations requiring special permit approval. Members discussed various examples of possible development and expressed an interest in using both the administrative and commission site plan review process for more uses. Discussion was focused on non-residential examples as the consensus of the group was that multi-family residential development should only be allowed through special permit. Pelletier noted that many uses in Windham are subject to administrative site plan review; however, the Planner has the discretion to refer specific projects to the Commission for approval. Examples of possible criteria for identifying uses for which special permit approval would be required included potential for impacts on adjacent properties, location abutting residential property, and size of development.

VI. **Public Comment-** none

VII. **Next steps and adjourn-** The group will meet again on Monday, on March 9 at 2pm. Jennifer will inform the remainder of the group. The meeting adjourned at 4:15 pm.